

COMMONWEALTH OF VIRGINIA
VIRGINIA EMPLOYMENT COMMISSION
WORKFORCE INVESTMENT ACT

FIELD GUIDANCE MEMORANDUM # 05-13

TO: Local Workforce Investment Boards

FROM: WIA DIVISION

SUBJECT: PROGRAM EXIT POLICY

DATE: June 30, 2006

RESCINDS – Field Guidance Memorandum #03-03, dated April 1, 2003

PURPOSE:

The purpose of this memorandum is to provide local workforce investment area programs guidance on the implementation of the new program exit criteria for the common measures reporting. All WIA-funded programs are impacted by this policy.

REFERENCES:

Training and Employment Guidance Letter No. 17-05, Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues, dated: February 17, 2006

Workforce Investment Act Quarterly Report: General Instructions and ETA Form 9090 – Revised 2006

Workforce Investment Act Annual Report: General Instructions and ETA Form 9091 – Revised 2006

Workforce Investment Act Title I-B Standardized Record Data (WIASRD): General Reporting Instructions and Specifications – Revised 2006

TERMINOLOGY:

For purposes of this guidance, the following terms are used:

Date of Exit – Represents the last day on which the individual received a service funded by the program or a partner program.

Exit – The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive

calendar days and is not scheduled for future services. The exit date is the last date of service.

Exit Quarter – Represents the calendar quarter in which the date of exit is recorded for the individual.

GUIDANCE:

What is the definition of program exit?

The term program exit means a participant has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

Post-employment follow-up services designed to ensure job retention, wage gains, and career progress do not count as a service that would extend the participation period. Such follow-up services that do not extend the period of participation could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; informational mailings; and referral to supportive services available in the community. Although these services should not extend the participation period or delay program exit, all are reminded that these services may have a direct and positive impact on the employment retention and wage gains of participants who enter employment.

Examples of other activities that do not extend the period of participation or delay program exit include the following:

- Determination of eligibility to participate;
- Case management services and any required administrative case load management activities that involve regular contact with the participant or the employer to obtain information regarding the participant's employment status, educational progress, or need for additional services; and
- Income maintenance or support payments (e.g., Unemployment Insurance (UI) benefit payments, Temporary Assistance for Needy Families (TANF), other cash assistance, Food Stamps, and subsidized childcare). Trade adjustment allowances and other needs-related funded through the Trade Adjustment Assistance program, WIA or National Emergency Grants are elements of a training program that delay program exit because these allowances and payments are tied to continuous participation in skills training.

The phrase "and is not scheduled for future services" does not apply to a participant who voluntarily withdraws or drops out of the program. In these circumstances, once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.

Are there exceptions to the definition of exit?

A participant should not be considered as exited if there is a gap in service of greater than 90 days in one of the following circumstances:

- Delay before the beginning of training;
- Health/medical condition or providing care for a family member with a health/medical condition; and
- Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

A gap in service must be related to one of the three circumstances identified above and last no more than 180 consecutive calendar days from the date of the most recent service to allow time to address the barriers to continued participation. However, grantees may initiate a consecutive gap in service of up to an additional 180 days for the participant that follows the initial 180-day period to resolve the issues that prevent the participant from completing program services that lead to employment. Grantees must document all gaps in service that occur and the reasons for the gaps in service, including the participant's intent to return to complete program services.

When does exit from the program occur?

Once a participant has not received any service funded by the program or a partner program for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the participant received a service funded by the program or a partner program. If the participant receives services from multiple programs, then states and grantees may use the last or most recent date of service as the "date of exit" for use in reporting on the measures in each program.

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